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Building Planning Staff

30 November 1955

Chief, Records Management Staff

Review of DD/I Space Requirements for Files for the New  
Headquarters Building

1. A review of the file space requirements for DD/I offices listed in your memorandum of 9 September 1955 has been completed. A summary of the recommended actions on the 20 areas reviewed is as follows:

a. Approval	2
b. Reduction	5
c. Increase	10
d. Transferred	3
	<u>20</u>

Total office file space requested (not including transferred area)	20,850
Total office file space recommended	23,930
Net difference - 3010 sq. ft. increase or	14.7%

2. Our recommendations with justifications and the signed concurrence of the various office representatives are shown in Attachments 1 to 5 inclusive.

3. A major unresolved consideration in the file space planning for HR, IR and CR of OCR and the Data Control Branch, Coordination area of ORR is the lack of any system for controlling or limiting file growth. Such systems usually involve a "out off" plan which will permit destruction or retirement of unneeded or inactive material, or the use of microfilm or other media for reducing the bulk of the older material. OCR has computed their expansion requirements on a 5 year basis while the Data Control Branch of ORR has used 7 years. However, unless some action is taken to control this growth, these offices will be faced with an expansion problem within a short time after occupying the space they are now requesting.

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4. It is suggested that this expansion problem either be solved or made a matter of record by requesting a statement from the respective offices setting forth their plans for continuing operations after the 5 or 7 year period used in estimating their space requirements.



**Attachments:**

- (1) OO - Contact Div. File Space Requirements
- (2) ONE File Space Requirements
- (3) ORR File Space Requirements
- (4) OBI File Space Requirements
- (5) OCR File Space Requirements

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**Distribution:**

Orig and 1 - Addressee

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- 1 - Mr. [redacted] DE/I
- 1 - HNS

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MgtS/HNS/[redacted] par(30 Nov 1955)

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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